



*ADOA Information Security*

**AIS**

**Managing Our Information Safeguards**

# Have you been naughty or nice?

- ☒ ☒ Didn't respond to spam e-mail.
- ☒ ☒ Didn't open or share unknown files.
- ☒ ☒ Didn't open unexpected attachments.
- ☒ ☒ Didn't share password with anyone.
- ☒ ☒ Didn't write password on a sticky note.
- ☒ ☒ Didn't leave computer unattended and unlocked.
- ☒ ☒ Didn't download unknown programs from the Web.



***Happy Holidays from  
ADOA Information Security***

**[www.azdoa.gov/isd/ais](http://www.azdoa.gov/isd/ais)**